

## WRITING A COVERING LETTER

Fill in the gaps in each section in your own words.

### A Introduction

**Explains to your potential future employer who you are and why you are writing.**

I am a recently qualified \_\_\_\_\_ and would like to \_\_\_\_\_  
for a position at your \_\_\_\_\_. As you can see from my \_\_\_\_\_,  
I have recently graduated with a \_\_\_\_\_  
\_\_\_\_\_.

### B Main body

**Tells them something about the sort of person you are, so that they will be impressed and ask you to attend an interview.**

I am an \_\_\_\_\_ and focused \_\_\_\_\_ who uses  
\_\_\_\_\_ own initiative and sets high \_\_\_\_\_.  
Keen to pass on \_\_\_\_\_ and \_\_\_\_\_ to others,  
I have excellent \_\_\_\_\_ skills and I am used to dealing with a wide  
\_\_\_\_\_ of people. I am a \_\_\_\_\_ learner  
who is looking for an \_\_\_\_\_ to use \_\_\_\_\_  
strong \_\_\_\_\_, \_\_\_\_\_ and  
\_\_\_\_\_ skills.

### C Conclusion

**Finishes the letter by stating that you are available to meet them to discuss things further.**

I would like to \_\_\_\_\_ you to further discuss the \_\_\_\_\_  
of our working \_\_\_\_\_. I am available to \_\_\_\_\_  
an \_\_\_\_\_ at your convenience.

### D Now complete your own covering letter on the next page.

	<div data-bbox="699 181 1278 383" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> <hr/> <hr/> <hr/> <hr/> </div>	Your address, but remember, do not write your name.
<div data-bbox="225 383 699 573" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> <hr/> <hr/> <hr/> <hr/> </div>		Name and address of the person you are writing to.
	<div data-bbox="699 573 1278 613" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> </div>	Today's date
<div data-bbox="225 613 483 654" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> </div>		<i>Dear Mr. Xxxx</i> The same name as in box 2.
<div data-bbox="225 685 1278 981" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> </div>		Introduction
<div data-bbox="225 1021 1278 1429" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> </div>		Main body
<div data-bbox="225 1429 1278 1724" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> <hr/> <hr/> <hr/> <hr/> <hr/> </div>		Conclusion
<div data-bbox="225 1724 483 1796" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> </div>		Write the following here: <i>Yours sincerely</i>
<div data-bbox="225 1796 483 1868" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">←</p> </div>		Write your name here.